



## Photocopying/scanning service

The Library offers a photocopying/scanning service, undertaken by Library staff. Photocopying/scanning is subject to the physical condition of the book or journal and to copyright law. Each item is assessed before copying/scanning and orders are accepted at the discretion of Library staff.

Printed works over 100 years old may be photocopied/scanned at the discretion of Library staff. Manuscripts and archives may not be photocopied/scanned, but library users may take digital images for personal research/private study purposes only. Permission must first be sought from library staff prior to any photography being undertaken. Please see section 4 of our Image Policy for information on private photography.

### Photocopying/Scanning Charges

A4	20p per page
A3	40p per page

An administration charge will be added when photocopies are posted as follows:

Up to 20 pages	£1.00 administration charge + cost of copies
20 – 50 pages	£2.00 administration charge + cost of copies
Over 50 pages	£5.00 administration charge + cost of copies

Postage will be 2<sup>nd</sup> class. An additional £1.00 will be added to send photocopies 1<sup>st</sup> class. All prices include VAT.

### Payment

Payment is required in GBP sterling (cash or cheque). Cheques should be made payable to *Society of Antiquaries of London*.

### Photocopy/scanning request form

To request photocopies please complete a Photocopy/Scanning Request form.